



CITY OF ST. CHARLES
POSITION DESCRIPTION
School Crossing Guard

Department: Police FLSA Status: Exempt
Reports to: Traffic Sergeant Union: Non- Union
Positions Supervised: None

POSITION DESCRIPTION OVERVIEW

Maintain control of children and vehicular traffic at crossing sites to ensure that children cross safely and at designated sites.

ESSENTIAL JOB FUNCTIONS

1. Able to maintain control of children at crossing sites; ensure children cross safely and at designated sites.
2. Possess the ability to walk one (1) block and physically hold a manual stop sign.
3. Must be physically capable of tolerating adverse weather conditions and able to report to assigned crossing site at prescribed duty times.
4. Have vision correctable to 20/20 vision in both eyes.
5. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
6. Adhere to all departmental and City safety policies.

ADDITIONAL JOB FUNCTIONS

1. Effectively evaluate traffic and make decisions regarding stopping vehicles with the least effect on traffic flow.
2. Ability to assist adults in street crossings at City sponsored events and festivals.

BASIC REQUIREMENTS

KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to give simple oral instruction to children.
2. Able to monitor traffic flows and identifying natural breaks in traffic flow.

3. Able to judge the speed of moving vehicles and to make decisions regarding the stopping for vehicles and its effect upon traffic flow.

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

Human Resources
Crossing Guard
10/03

Date